

## Job Description

<b>Job Title</b>	Small Business Consultant
<b>Job ID</b>	12911
<b>Location</b>	USF Tampa
<b>Full/Part Time</b>	Full-Time
<b>Regular/Temporary</b>	Regular

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### Position Details

**Department Number/Name:** 0-1401-024 / Small Business Development Center

**College/Division:** Academic Affairs - Muma College of Business

**Salary Plan:** Administration

**Hiring Salary/Salary Range:** \$46,000 - \$51,000

**Position Number:** 00012533

### Organizational Summary

The SBDC provides free, confidential one-on-one counseling and low cost seminars to small business owners. The SBDC serves over 4,000 clients per year.

### Position Summary

Business consultants provide an analysis of the existing practices of a company and make recommendations for improvements. Our professionals frequently specialize in one area of business management, such as accounting, financing, or marketing. Professionals must be able to perform outreach, prospect for and secure long-term engagements with small to medium-sized enterprises. The resulting deliverable to clients will be a comprehensive peer-reviewed written report including effective recommendations for growth and economic impact.

### Duties and Responsibilities

The following list provides examples of the most typical duties for positions in the job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this job class.

- Provide one-on-one confidential consulting to current and potential small business owners
- Develop and conduct small business-related seminars and workshops using standardized materials, visuals and guidelines.
- Manage teams of graduate business students working on projects for eligible small business owners.
- Make presentations and cultivate community contacts to inform the public about small business consulting services available through USF.
- Develop research resources for use by consultants and staff.
- Fulfill administrative functions related to the duties of the position, including tracking of client progress

### Note:

- This position requires travel through the county, state, and U.S.
- Must have valid Florida Driver License.
- Must have own transportation.
- Position is located in Avon Park, Florida

**Minimum Qualifications**

This position requires a Bachelor's degree in Business Management or related field, with at least one year of directly related experience. All incumbents must be designated as Certified Business Analysts with the Florida Small Business Development Center Network (FSBDCN) within six months of employment.

**Preferred Qualifications**

- Master's Degree in Business Administration, Marketing, Finance, or Entrepreneurship.
- Profit Mastery certification or Sales and Marketing Executives International (SMEI) certifications (CME or CSE).
- Experience teaching Marketing, Financing, and/or Financial Intelligence seminars.
- Three (3) years of experience owning and operating a small business.
- Experience operating personal computers with proficiency in MS Office Suite software.
- Experience operating video-conferencing equipment and software, such as Go To Meeting, Skype, or WebEx.
- Possess knowledge of the Center EX database system.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Regularly required to talk and hear
- Regularly required to walk and stand for four hours at a time
- Regularly required to lift and carry up to approximately 40 pounds

**Work Environment:**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, iPads, phones, photocopiers, filing cabinets, smart boards, white boards, and cameras.

**Information for Applicants**

This position is subject to a Level I criminal background check.

**Job Opening Number:** 12911

**Posting Date:** 04/12/2017

**Posting End Date:** 04/27/2017

\*\*Upon hire, three copies of the official transcripts, sent directly from the university granting the highest degree earned, will be required.

\*\*Position is located in Avon Park, Florida.

The selected candidate will possess the following:

- Possess two years of experience performing or advising businesses on management, marketing and/or finance.
- Possess two years of experience owning or operating a small business.
- Be proficient in analytical market research.
- Be proficient in report writing.
- Have excellent time management skills.

- Have excellent written and verbal skills.
- Possess three (3) years' experience advising businesses on turnaround and/or growth strategies.
- Possess professional experience in researching and analyzing clients' business and personal financial statements, credit, and business valuations to determine feasibility of granting loans.
- Have the ability to guide clients through loan application processes and advocate for clients in securing access to capital.
- Have the ability to stay abreast of new types of loans and other financial services and products in order to better meet client' needs.
- Have the ability to work with clients to identify their financial goals and to find ways of reaching those goals.
- Have the ability to work closely with area lending partners and financial institution.
- Possess professional experience in facilitating SWOT analysis, market segmentation analysis, and experience with media buy.
- Be proficient at writing and facilitating the development of strategic marketing plans.
- Be responsible for confidentiality and protection of client information.
- Possess the ability to communicate and coordinate with a wide variety of people and organizations.

## How To Apply

Click on the **Apply Now** button. When applying to an opening you will have the opportunity to upload a cover letter and resume.

Apply online by completing the required information and attaching your cover letter and resume. Please include your experience as it relates to the qualifications stated above. YOUR COVER LETTER AND RESUME, PLUS ANY OTHER REQUESTED MATERIAL, MUST BE IN ONE ATTACHMENT. Only online applications are accepted for this position.

Click [here](#) for additional tutorial information.

## Equal Employment Opportunity

USF is an equal opportunity, equal access academic institution that embraces diversity in the workplace.

## Work Location

Campus map and location overview: [USF - Tampa Campus](#)

## About USF

The University of South Florida System is a high-impact, global research system dedicated to student success. The USF System includes three institutions: USF; USF St. Petersburg; and USF Sarasota-Manatee. The institutions are separately accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. All institutions have distinct missions and their own detailed strategic plans. Serving over 48,000 students, the USF System has an annual budget of \$1.6 billion and an annual economic impact of \$4.4 billion. USF is a member of the American Athletic Conference.

## Working at USF

With more than 16,000 employees in the USF System, the University of South Florida is one of the largest employers in the Tampa Bay region. At USF you will find opportunities to excel in a rich academic environment that fosters the development and advancement of our employees. We believe in creating a talented, engaged and driven workforce through on-going development and career opportunities. We also offer a first class benefit package that includes medical, dental and life insurance plans, retirement plan options, tuition program and generous leave programs and more.

To learn more about working at USF please visit: [Work Here. Learn Here. Grow Here.](#)

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